



# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

June 2008

# Security Entry and Tracking System (SETS) Web-Based Version

**TITLE I**  
Payroll/Personnel Manual

**CHAPTER 6**  
Security Entry and Tracking System (SETS)

**User Documentation  
For Systems  
And Processes**



Initial Publication

June 2008

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## About This Procedure

This procedure provides instructions for accessing and operating the Security Entry And Tracking System (SETS) Web-based Version. The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

The major sections of this procedure are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[Automated Processing](#) provides specific instructions for accessing and using SETS.

[Field Instructions for SETS](#) contains instructions for descriptions of the fields on SETS.

[Reports](#) contains information regarding SETS reports.

[Appendixes](#) contains reference information, such as codes for types of investigations.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

## Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Call Center at **504-255- 4630**.

For access to SETS, contact your agency's ADP security officer.

For access to webSETS, contact the Personnel and Document Security Division (PDSD) at **202-720-7373**.

## System Overview

The United States Department of Agriculture (USDA) agencies of the National Finance Center (NFC) use the Web-based Security Entry and Tracking System (SETS) to establish and track security investigations of Government employees, contractors, and volunteers authorized to transact business for customer agencies. The SETS procedure provides instructions for accessing and operating SETS.

**Note:** Other agencies interested in using this web-based system can contact PDSD at **202-720-7373**.

SETS provides online interactive update and query capabilities, maintenance of data for applicants, volunteers, contractors, consultants, current and separated employees, daily updating of personnel data from the Personnel Edit Subsystem/Personnel Processing System (PINE/PEPL), reporting capability, access to history files, and an audit trail of SETS updates by user ID.

The web-based SETS system will incorporate the functionalities and data of the prior SETS system and PDSD's internal MS Access database, the Personnel Security Database (PSD). The new web-based version of SETS will provide a link to the Office of Personnel Management's (OPM) Electronic Questionnaires for Investigations Processing (e-QIP) system, a variety of custom reports, and access to imaged documents (Phase III in 2008).

SETS features include:

- Search for applicants, employees, contractors, volunteers, and others by name or social security number through an Employee Search Screen
- Accept employee personnel file from the Payroll/Personnel System to display employee personnel records on the Employee Detail Screen for inquiry and update purposes
- Inquire and update capabilities on 'Other Names' for Personnel Types, A (applicants), C (contractors/consultants), E (employees), V (volunteers), and O (other) in the Other Names section of the Employee Detail Screen
- Inquire and update capabilities of security information on the Security Package Detail Screen for Personnel Types, A, C, E, V, and O
- Inquire and update capabilities of fingerprints and National Agencies Checks/National Agencies Checks and Inquiries (NAC/NACI) waiver detail information for Personnel Types, A, C, E, V, and O on the Entry on Duty Detail Screen
- Inquire and update capabilities of NAC-NACI investigation records for Personnel Types, A, C, E, V, and O on the Entry on Duty Detail Screen
- Inquire and update capabilities of various types of investigation records for Personnel Types, A, C, E, V, and O on the Investigation Detail Screen
- Inquire and update capabilities of Clearance level information for Personnel Types, A, C, E, V, and O on the Clearance Detail Screen
- Inquire and update capabilities of data on employees who hold sensitive compartmental information (SCI) granted by the CIA

- Inquire and update capabilities to track types of security briefings for Personnel Types A, C, E, V, and O
- Capability to store, view, and retrieve history records for Personnel Types A, C, E, V, and O
- Capability to update security records on separated employees if the separated employee has not been separated for more than 5 years
- Capability to create online reports by selecting report criteria from options listed for each report
- Capability to update and maintain various tables in SETS through the Admin option
- Allow user to change/update password
- Capability to delete Non-Federal employees' records through a delete option on the Employee Detail Screen
- Capability to create personnel records for Personnel Types A, C, V, and O. Personnel Type E records are created through the Payroll/Personnel and Position Management System and cannot be created in SETS

For more information, see:

[Types Of Investigations](#)

[The Investigation Process](#)

[Reports](#)

## Types Of Investigations

The agency must determine the type of investigation required for the position. Listed below are the five basic types of background investigations (See Appendix A for a complete list of the types of investigations).

- Minimum Background Investigation (MBI)
- Limited Background Investigation (LBI)
- Background Investigation (BI)
- Special Background Investigation (SBI)
- National Agency Check and Inquiries (NACI)

These investigations are conducted by the Office of Personnel Management (OPM). OPM is responsible for conducting all competitive service investigations. SETS allows tracking of these types of investigations, as well as other types of investigations conducted by other agencies.

## The Investigation Process

Agency Human Resource (HR) offices accept Standard Form (SF) 85 questionnaires and related documentation from applicants who require an initial background investigation

(NAC–NACI) for federal employment. These initial investigations are submitted by HR (or another delegated office) to the Office of Personnel Management (OPM) via e–QIP. The adjudications are handled by HR (or another delegated office) and the investigation information is updated into SETS (see Entry on Duty screen).

Designated Agency Points–of–Contact (POC) accept Standard Form (SF) 85P and SF 86 questionnaires from Federal and non–Federal employees (contractors, volunteers) to initiate Public Trust (Suitability) and National Security investigations or reinvestigations. These questionnaires are completed in e–QIP by the subject and submitted to the Agency POC for review. Once reviewed, the Agency POC releases the e–QIP form and related documents to the Personnel Security Branch (PSB) for approval. PSB releases the form to OPM who conducts all investigations for USDA. The completed investigation is adjudicated by PSB (or another authorized agency for Suitability) and the investigation information is updated in SETS (see Security Package, Investigation Detail, and Clearance Detail screens).

Employees who require a security clearance (Top Secret and below) are required to undergo an indoctrination briefing for initial clearances and annual refresher briefings thereafter. Signed non–disclosure agreements (SF–312) are maintained in the employee’s OPF and personnel security file. These dates are entered into SETS on the Briefing screen.

The Certificate of Investigation (COI) forms are signed and placed in the employees Official Personnel Folder (OPF), along with any Certificate of Suitability or Certificate of Clearance forms completed by PSB.

**Note:** The information provided above is a summary of the investigation process at USDA. For specific guidance, please contact the PDSD at 202–720–7373 or visit PDSD online at <http://www.usda.gov/da/pdsd/>.

## SETS Reports

The following online reports will be created in SETS:

- Periodic Reinvestigations
- Clearances by Agency
- Overdue OPM Actions
- Overdue Staff Actions
- PDSD Stats
- Reciprocity Actions
- Inactives
- Special Access
- Overdue Appointment Security/Suitability Taskings
- Overdue Appointment NAC/NACI’s
- Contractor Employees
- Staff Stats



- Suitability/No Access Determinations
- Annual Security Briefings

The following online charts will be created in SETS:

- Closed Cases on Hand
- Forms on Hand

For more information, refer to the [Reports](#) section.

## Automated Processing

This section presents information regarding system access and security, operating features, and various other information related to processing within SETS.

For more information, see:

[System Access](#)

[Login Window](#)

[Operating Features](#)

[Employee Search Window](#)

[Employee Detail Window](#)

[Entry on Duty Detail Window](#)

[Security Package Detail Window](#)

[Investigation Detail Window](#)

[Adjudication Management Detail Window](#)

[Clearance Detail Window](#)

[Special Access Detail Window](#)

[Reciprocity Verification Detail Window](#)

[Briefing Detail Window](#)

[Administrative Screen Detail Window](#)

## System Access

Employees who require access to SETS to conduct their official duties must complete the User Request & Acknowledgement form and obtain supervisory approval. These forms are forwarded to PDSD for proper role assignment and approval by the security officer. There are five user roles: Administrator, PDSD User, Agency POC, HR User, and Auditor (See Appendix D). Once the PDSD security officer has approved the request, the form is forwarded to the NFC Security Office to create the account.

Each approved user must successfully complete the SETS AgLearn Training Module prior to gaining access into the system. A Minimum Background Investigation (MBI) or higher is required for webSETS access and the position designation (PD) must be at the Moderate Risk (5) level or higher.

For questions on accessing SETS, contact PDSD at 202-720-7373.

### Sign-On

1. Sign-On to the Internet.
2. Connect to the NFC home page at [www.nfc.usda.gov](http://www.nfc.usda.gov).
3. Double-click the SETS icon. The SETS Banner page (**Figure 1**) is displayed.

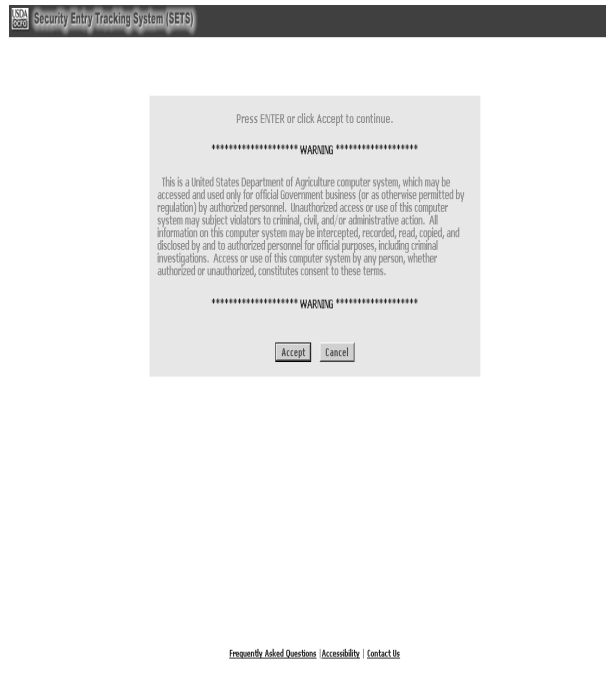


Figure 1. SETS Banner Window

4. Click **Accept**. The SETS Login Window (**Figure 2**) is displayed.

## Login Window

The Login window will require the user to enter their user ID and Password. The user ID field will be alphanumeric, 8 positions.

**Note:** After verification of their current ID and Password, the user will be prompted to change their Password upon initial login.

The password is based on the following criteria:

- Password will be alphanumeric, 6 to 8 positions, and must contain 1 numeric
- Password can only be changed once a day
- Only one repeating character is allowed in the password
- Passwords that are similar to previous passwords cannot be used
- Password is compared to a restricted password list
- Password Expires every 90 days
- Passwords are maintained in history before reuse of it is allowed again

After entering the User ID and password, click **Login** and a successful entry will take the user to the SETS Employee Search Window. If unsuccessful, a message will be displayed notifying the user to re-enter their User ID and Password.

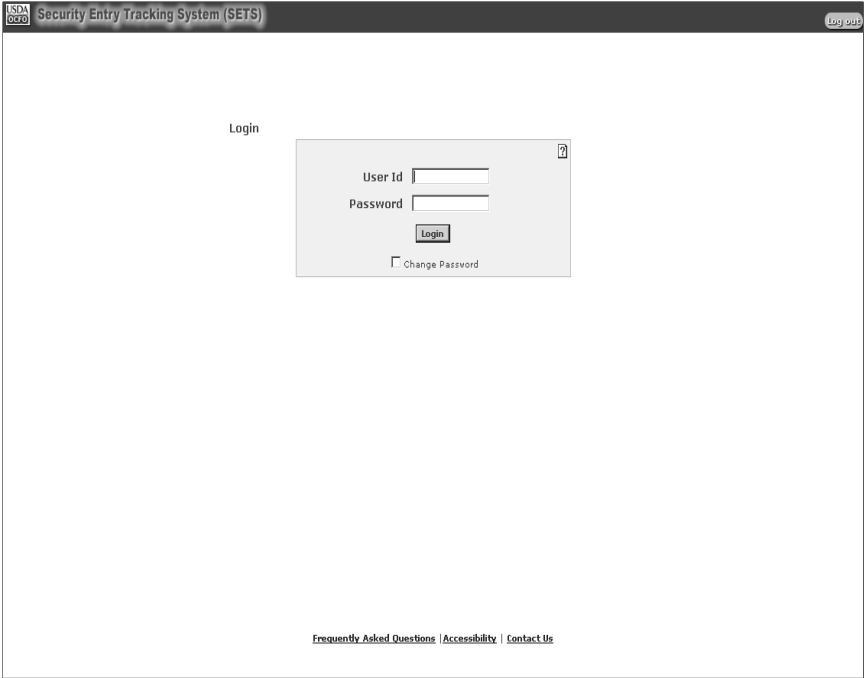


Figure 2. SETS Login Window

The User can change their password at any time by checking **Change Password** on **Login Window**.

Log-Out

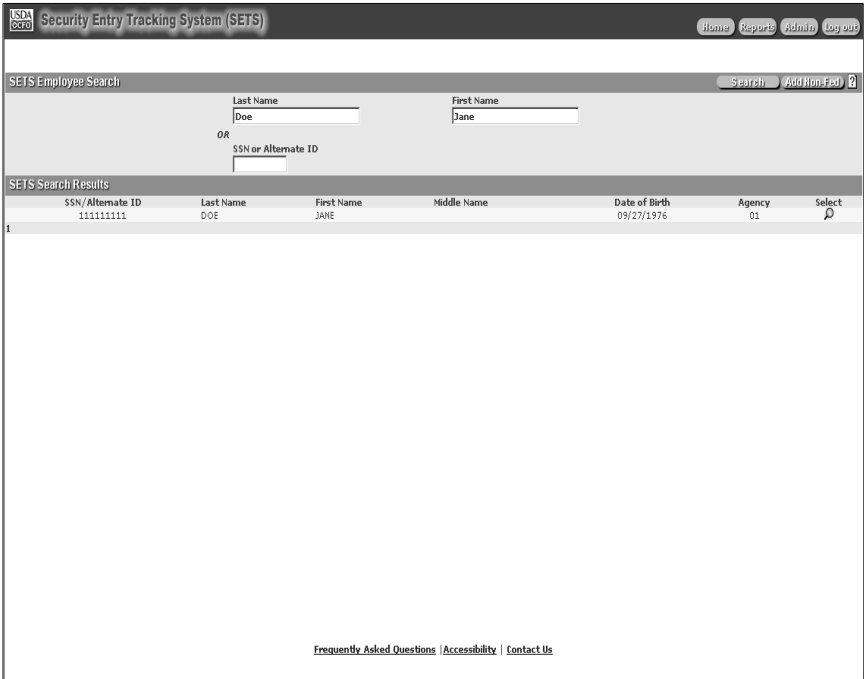


Figure 3. Enter Log out prompt

The User can log out of any SETS window by clicking **Log Out (Figure 3)**.

The message *You have been successfully logged off of NFC's SETS* is displayed (**Figure 4**). You are now disconnected from the system. However, you are still connected to the SETS application and may select to sign on again.



Figure 4. Log out

## Operating Features

This section describes the system's basic operating features. For more information, see:

[SETS Key Fields](#)

[System Edits](#)

[SETS Navigating Features](#)

### SETS Key Fields

The key fields at the top of each SETS window are used to identify a specific record. The employee's name displays on each window to ensure that the social security number entered is for the correct employee.

The two SETS key fields, SSN and Name, are repeated on each SETS window once an account has been displayed.

### System Edits

SETS performs edit and/or validity checks on entered data. If the data does not pass these edits, an edit message is displayed on the window. All data must be corrected before the record can be processed.

## SETS Navigating Features

SETS is designed in a Web format, providing mouse-driven, point-and-click functionality. It is recommended that pop-up blockers be turned off when using SETS.

## Employee Search Window

After you Sign-on to the SETS window, the Security Entry and Tracking System (SETS) Employee Search Window (**Figure 5**) is displayed.

SSN/Alternate ID	Last Name	First Name	Middle Name	Date of Birth	Agency	Select
111111111	DOE	JANE		09/27/1976	01	

**Figure 5. Security Entry And Tracking System (SETS) Employee Search Window**

### To Search for an Employee:

1. At the Employee Search Window, complete the fields as indicated under [Employee Search Window Field Instructions](#). The user can search by Last Name and First Name (optional) or Social Security Number (SSN). The SSN must be numeric and cannot include dashes.
2. Click **Search**. A name or list of names is returned in the SETS Employee Search Window for the user to select. Each unique record (SSN, Name, Department, Agency, and Personnel Office Identifier) for the employee will be displayed. If the list of names is greater than the screen allows, page numbers will appear at the bottom of the list.
3. To view the corresponding record, select the magnifying glass located next to the applicable record. The [Employee Detail Window](#) will be displayed.

### To Add a New Record for a Non-Federal Employee (Contractor, Volunteer, Applicant):

1. At the Employee Search Page, click the **Add Non-Fed** button. A blank Employee Detail Window appears.

2. Complete the applicable fields as indicated under [Employee Detail Window Field Instructions](#). Fields that do not pertain to non-Federal employees will be inactivated (grayed-out) on this screen.
3. Click **Save** after entering or updating any information.

## Employee Detail Window

Employee Detail Window (**Figure 6**) displays specific employee specific data, including Name, Address, and Job Position. Most of the fields on the SETS Employee Detail Window will be populated from the Payroll/Personnel file. Blank fields will have to be populated by the SETS user.

The screenshot displays the 'Security Entry Tracking System (SETS)' interface. At the top, there's a navigation bar with 'Home', 'Reports', 'Admin', and 'Log out' buttons. Below this is a tabbed interface with 'Employee Detail' selected. The 'Employee History' table shows two entries for 'DOE' with their respective SSNs and last update times. The main 'Employee Detail' form is populated with data for 'DOE', including 'JANE' as the first and middle names, 'DA' as the agency, and '01' as the position. The form includes various fields for personal information (date of birth, place of birth, citizenship), employment details (position title, nature of action, date of separation), and security-related fields (position sensitivity code, personnel type, entered agency). The bottom status bar indicates 'User ID: DM887D' and 'Last Updated: 10/17/2007 6:06:42 PM'.

**Figure 6. Security Entry And Tracking System (SETS) Employee Detail Window**

### To Modify Employee Details:

At the Employee Detail Window, the current employee details are populated by the Payroll/Personnel file.

1. To modify employee details, complete the fields as indicated under [Employee Detail Window Field Instructions](#).
2. Click **Save** after entering or updating any information.

### To Delete an Employee Detail Record

**Note:** The delete option is only available for Non-Federal employee records.

1. At the Employee Detail window, click **Delete**.

## Entry on Duty Detail Window

The SETS Entry on Duty Detail Window (**Figure 7**) allows the user to inquire and update information relating to National Agency Checks (NAC) and National Agency Checks and Inquiries (NACI). Human Resource users have the ability to create a new investigation record from this window.

Figure 7. Security Entry And Tracking System (SETS) Entry on Duty Detail Window

### To Access Entry on Duty Detail Window:

1. At the Employee Detail Window, click the **Entry on Duty** tab to access the Entry on Duty Detail Window.
2. At the Entry on Duty Window, complete the fields as indicated under [Entry on Duty Detail Window Field Instructions](#). The user can also create a new record by clicking the **Add** button.
3. Click **Save** after entering or updating any information or **Delete** to delete the record.

## Security Package Detail Window

The SETS Security Package Detail Window (**Figure 8**) contains information that tracks the tasking and submission of all security questionnaires for suitability and national security background investigations between the Agency POC and PSD. Users have the ability to create a new security package record from this window.



Figure 8. Security Entry And Tracking System (SETS) Security Package Detail Window

#### To Access Security Package Detail Window:

1. At the Employee Detail Window, click the **Security Pkg** tab to access the Security Package Detail Window.
2. At the Security Package Detail Window, complete the fields as indicated under [Security Package Detail Window Field Instructions](#). The user can also create a new record by clicking the **Add** button.
3. Click **Save** after entering or updating any information or **Delete** to delete the record.

## Investigation Detail Window

The SETS Investigation Detail Window (**Figure 9**) contains information on Public Trust and National Security background investigations handled by PDSD or an authorized, delegated USDA agency. These investigations are used to determine an employee's suitability for federal employment and/or eligibility for access to national security information. Personnel and Document Security Division users and Agency Point of Contacts will have the ability to create new investigation records from this window.

The screenshot displays the 'Security Entry Tracking System (SETS)' interface. At the top, there's a navigation bar with 'Home', 'Reports', 'Admin', and 'Log out'. Below this, a breadcrumb trail shows 'Employee Detail', 'Entry On Duty', 'Security Reg', 'Investigation', 'Clearance', and 'Briefing'. The main title is 'Investigation Detail' for Employee 111111111 DOE, JANE. The form is organized into four columns:

- Column 1:** Transfer Investigation? (Yes/No), Risk/Sensitivity Level, Investigation Scheduled, Investigation Closed, Pending Adjudication, Suitability Granted, Other Action Taken (NONE).
- Column 2:** Investigating Agency, Clearance Level Req'd (NO CLEARANCE), Advanced NAC Rec'd, Closed Received, Adjudicated, Clearance Eligibility, Remarks.
- Column 3:** Investigation Type (08-NONE), SCI Requested? (No/Yes), Advanced NAC Result (Favorable/Unfavorable), Issue Code (NA), Adj Determination (Favorable/Unfavorable), Adjudicating SOI.
- Column 4:** Day Service (NONE), Case Number, Investigation Closed Pending, Adjudicator (AGENCY SUB.), Adjudication Processing Time, Reinvestigation Due.

At the bottom, there are fields for 'User Id:' and 'Last Updated:'. A footer contains links for 'Frequently Asked Questions', 'Accessibility', and 'Contact Us'. A vertical sidebar on the right edge of the window is labeled 'Automated Processing'.

Figure 9. Security Entry And Tracking System (SETS) Investigation Detail Window

#### To Access Investigation Detail Window:

1. At the Employee Detail Window, click the **Investigation** tab to access the Investigation Detail Window.
2. At the Investigation Detail Window, complete the fields as indicated under [Investigation Detail Window Field Instructions](#). The user can also create a new record by clicking the **Add** button.
3. Click **Save** after entering or updating any information or **Delete** to delete the record.

## Adjudication Management Detail Window

The SETS Adjudication Management Detail Window (**Figure 10**) tracks any correspondence item or action taken by the assigned adjudicator during the adjudication process with the subject of investigation or third party.

USDA  
SETS

Security Entry Tracking System (SETS)

Home Reports Admin Log out

No Adjudication Management records were found for this employee

Employee Detail Entry On Duty Security Pkg Investigation Clearance Briefing

Employee: 111111111 DOE, JANE

Adjudication Management

Save

Type of Correspondence/Action	Date of Action	Days Allowed	Due Date	Response Date
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				
NONE				

Remarks

User Id: Last Updated:

Frequently Asked Questions Accessibility Contact Us

Figure 10. Security Entry And Tracking System (SETS) Adjudication Management Detail Window

To Access Adjudication Management Detail Window:

1. At the Investigation Detail screen, click the **Pending Adjudication** magnifying glass to access the Adjudication Management Detail Window.
2. At the Adjudication Management Detail Window, complete the fields as indicated under [Adjudication Management Window Field Instructions](#).
3. Click **Save** after entering or updating any information or **Delete** to delete the record.

Clearance Detail Window

The SETS Clearance Detail Window (**Figure 11**) displays the employee’s security clearance data to include a sub-screen containing any Special Access compartments the employee has been granted access to. Users will have the ability to create a new clearance record from this window.

The screenshot displays the 'Security Entry Tracking System (SETS)' interface. At the top, there's a navigation bar with links: Home, Reports, Admin, Logout. Below this, a breadcrumb trail shows: Employee Detail > Entry On Duty > Security Pkg > Investigation > Clearance > Briefing. The main content area is titled 'Clearance Detail' and contains a form with the following fields:

- Clearance Status:** A-ACTIVE (dropdown)
- Clearance Level:** C-CONFIDENTIAL (dropdown)
- Granted via Reciprocity:** Radio buttons for No (selected) and Yes
- Effective:** (text input)
- Granted By:** AG (dropdown)
- Special Access:** NONE (dropdown)
- Clearance Type:** F-FINAL (dropdown)
- Eligibility Exceptions:** Radio buttons for No (selected) and Yes
- Temp Clearance Expiration:** (text input)
- Please Call:** No (dropdown)
- Remarks:** (text area)

At the bottom of the form, there are fields for 'User ID:' and 'Last Updated:'. An 'Add' button is located to the right of the form. At the very bottom, there are links for 'Frequently Asked Questions', 'Accessibility', and 'Contact Us'.

Figure 11. Security Entry And Tracking System (SETS) Clearance Detail Window

#### To Access Clearance Detail Window:

1. At the Employee Detail Window, click the **Clearance** tab to access the Clearance Detail Window.
2. At the Clearance Detail Window, complete the fields as indicated under [Clearance Detail Window Field Instructions](#).
3. Click **Add** after entering or updating any information or **Delete** to delete the record.

## Special Access Detail Window

The SETS Special Access Detail Window (**Figure 12**) displays the Special Access compartment that an employee has been approved for by the CIA or DOE. The screen is accessed via the Clearance Detail Screen under the 'Special Access?' field. Users will have the ability to create a new record from the Special Access Detail Window.

USDA  
Security Entry Tracking System (SETS)

Home Reports Admin Log out

No SCI Compartment records were found for this employee

Employee Detail Entry On Duty Security Plug Investigation Clearance Briefing

Employee 111111111 DOE, JANE

Special Access Detail

Compartment	Requested	Approved	Briefed	Revalidation	Terminated
Q	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BYE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HCS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks

Save

User Id: Last Updated:

Frequently Asked Questions | Accessibility | Contact Us

Figure 12. Security Entry And Tracking System (SETS) Special Access Detail Window

#### To Access Special Access Detail Window:

1. At the Clearance Detail Window, select the magnifying glass located next to the 'Special Access?' record. To view an existing record, 'Yes' must have been checked under 'Special Access?'.
2. At the Special Access Detail Window, complete the fields as indicated under [Special Access Detail Window Field Instructions](#). The user can also create a new record by clicking the **Add** button.
3. Click **Save** after entering or updating any information or **Delete** to delete the record.

### Reciprocity Verification Detail Window

The SETS Reciprocity Verification Detail Window (**Figure 13**) displays any previous investigative actions taken by another agency that will be used to grant reciprocity and eliminate duplicate investigative actions for both Public Trust and National Security positions.

USDA  
DOD

Security Entry Tracking System (SETS)

Home | Reports | Admin | Log out

Employee Detail | Entry On Duty | Security Reg | Investigation | Clearance | Briefing

Employee: 111111111 DOE, JANE

Reciprocity Verification

Add

Investigation Detail

Investigating Agency  
AG

Adjudicating Agency  
AG

Purpose of BI  
☐ Public Trust ☐ National Security

Closed BI

Type of BI  
15-MBI

Favorable Adjudication

Clearance Detail

Clearance Level  
C-CONFIDENTIAL

Clearance Granted

Signed SF-312 Rec'd?  
☐ Yes ☐ No

Adverse Clearance Action

Clearance Status  
A-ACTIVE

Special Access Detail

SCI or SAP Cleared?  
☐ Yes ☐ No

SCI/SAP Waivers, Deviations, or Conditions?  
☐ Yes ☐ No

Any Non-U.S. Family Members?  
☐ Yes ☐ No

Source of Information

Source Name/Agency

Source Phone

Source Fax

Information Obtained

Remarks

User Id: Last Updated:

Frequently Asked Questions | Accessibility | Contact Us

Automated Processing

Figure 13. Security Entry And Tracking System (SETS) Reciprocity Verification Detail Window

To Access Reciprocity Verification Detail Window:

- 1. At the Clearance Detail Window, select the magnifying glass located next to the ‘Granted via Reciprocity’ record. At the Investigation Detail Window, select the magnifying glass located next to the ‘Transfer Investigation’ record. At the Entry on Duty Detail Window, select the magnifying glass located next to the ‘Transfer Investigation’ record. To view an existing record, ‘Yes’ must have been selected from the ‘Granted via Reciprocity?’ or the ’Transfer Investigation?’ fields.
- 2. At the Reciprocity Verification Detail Window, complete the fields as indicated under [Reciprocity Verification Detail Window Field Instructions](#). The user can also create a new record by clicking the **Add** button.
- 3. Click **Save** after entering or updating any information or **Delete** to delete the record.

Briefing Detail Window

The SETS Briefing Detail Window (**Figure 14**) contains information on various security briefing types attended by the employee. Users can create a new record from this window.

USDA  
Security Entry Tracking System (SETS)

Home Reports Admin Logout

Employee Detail Entry On Duty Security Pkg Investigation Clearance Briefing

Employee 111111111 DOE, JANE

Briefing Detail

Briefing Type: NONE

Briefing Date:

Signed Non-Disclosure Agreement:

Remarks:

User Id: Last Updated:

[Frequently Asked Questions](#) | [Accessibility](#) | [Contact Us](#)

Figure 14. Security Entry And Tracking System (SETS) Briefing Detail Window

#### To Access Briefing Detail Window:

1. At the Employee Detail Window, click the **Briefing** tab to access the Briefing Detail Window.
2. At the Briefing Detail Window, complete the fields as indicated under [Briefing Detail Window Field Instructions](#).
3. Click **Add** after entering or updating any information or **Delete** to delete the record.

## Administrative Screen Detail Window

The SETS Administrative Detail Window (**Figure 15**) allows SETS Administrators to update data element codes and descriptions in the drop-down listing on the sets screens.

USDA

ocpro

Security Entry Tracking System (SETS)

Home

Reports

Admin

Log out

Administrative

Screen Name

EMPLOYEE DETAIL

Select

List Name

POSITION SENSITIVITY

Display

Admin Table List

Code	Description	Sequence	Last Update Id	Last Update Time	Copy	Delete
1C	1C	0	NFB56	11/8/2007 8:50:57 AM		X
1N	1N	0	NFB56	11/8/2007 8:50:45 AM		X
2C	2C	0	NFB56	11/8/2007 8:51:10 AM		X
2N	2N	0	NFB56	11/8/2007 8:51:06 AM		X
3C	3C	0	NFB56	11/8/2007 8:51:30 AM		X
3N	3N	0	NFB56	11/8/2007 8:51:16 AM		X
4C	4C	0	NFB56	11/8/2007 8:51:51 AM		X
4N	4N	0	NFB56	11/8/2007 8:51:38 AM		X
5C	5C	0	NFB56	11/8/2007 8:52:06 AM		X
5N	5N	0	NFB56	11/8/2007 8:52:01 AM		X

12

Update Admin Table

Position Sensitivity

Sequence

0

User Id:Last Updated:

Frequently Asked Questions

Accessibility

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Figure 15. Security Entry And Tracking System (SETS) Administrative Detail Window

To Access Administrative Detail Window:

1. Select the 'Admin' button from the top right hand corner of any screen in SETS.
2. At the appropriate screen, select the appropriate elements in the 'List Name' for updating. Press the **Display** button to go to the selected data element.
3. Click **Add** to add a record, **Copy** to copy a record, or **Delete** to delete the record.





# Field Instructions and Descriptions For SETS

This section presents the following topics:

- [Login Field Instructions](#)
- [Employee Search Window Field Instructions](#)
- [Employee Detail Window Field Instructions](#)
- [Other Names Used Detail Window Field Instructions](#)
- [Entry on Duty Detail Window Field Instructions](#)
- [Security Package Detail Window Field Instructions](#)
- [Investigation Detail Window Field Instructions](#)
- [Adjudication Management Detail Window Field Instructions](#)
- [Clearance Detail Window Field Instructions](#)
- [Special Access Detail Window Field Instructions](#)
- [Reciprocity Verification Detail Window Field Instructions](#)
- [Briefing Detail Window Field Instructions](#)
- [Periodic Reinvestigations Report Description](#)
- [Clearance by Agency Report Description](#)

## Login Window Field Instructions

The Login window will require the user to enter their User ID and Password. The User ID field will be alphanumeric, 8 positions. The Password will be alphanumeric, 6 to 8 positions. After entering the User ID and password, click the Login button and a successful entry will take the user to the SETS Employee Search Window. If unsuccessful, a message will be displayed notifying the user to re-enter their User ID and Password. For more information, see [Login Window](#).

- |                        |                             |
|------------------------|-----------------------------|
| <b>User ID</b>         | Type the User ID.           |
| <b>Password</b>        | Type the User Password.     |
| <b>Change Password</b> | Type the new User Password. |

## Employee Search Window Field Instructions

The Employee Search Window is used to access an existing account by Last Name or Social Security Number. For more information, see [Employee Search Window](#).

- |                         |  |
|-------------------------|--|
| <b>SSN/Alternate ID</b> | Type the employee’s social security number. The SSN must be numeric and cannot include dashes. |
|-------------------------|--|

**Last Name** Type the employee's last name. Include Jr., Sr., as part of the last name, as applicable.

**First Name** Type the employee's first name.

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## Employee Detail Window Field Instructions

The Employee Detail Window is used to view, modify, add, or delete account information. For more information, see [Employee Detail Window](#).

**Organization Structure Code** Agency assigned code for levels of the organizational structure.

**Position Sensitivity Code** Appointee or employee suitability is determined commensurate with the position's designated risk level. Risk levels are designated in accordance with the degree of potential adverse impact on a program or the agency. The degrees of potential adverse impact inherent to each risk level designation for Public Trust positions are High Risk, Moderate Risk, and Low Risk. In addition to the position risk levels (suitability levels), all positions are evaluated to determine if they possess national security considerations, as well. The three national security position sensitivity levels are Special-Sensitive, Critical-Sensitive, and Noncritical-Sensitive. Positions that have access to Classified Information will be given one of these sensitive levels. The risk level and sensitivity level designations for positions determine what level of background investigation is required.

**Last Name** Last name of employee.

**First Name** First name of employee.

**Middle Name** Full middle name of employee. If there is no middle name, enter NMN. If the middle name is an initial only, enter the initial and **IO** after it.

**Date of Birth** Employee's date of birth.

**Place of Birth-City** The city code where the individual was born.

**Place of Birth-St-Country** The state or country where the individual was born.

**U.S. Citizenship Indicator** Indicates if the employee is a U.S. Citizenship. Click the **Yes** or **No** radio button, as applicable.

<b>Multiple Citizenship Indicator</b>	This field shows if the individual is a dual citizen. Click the <b>Yes</b> or <b>No</b> radio button, as applicable.
<b>Multiple Citizenship Country</b>	This field shows what country the individual holds a dual citizenship with besides the United States.
<b>Non-U.S. Immediate Family Members</b>	This field shows if the individual has living immediate family members whom are not U.S. Citizens. Click the <b>Yes</b> radio button if any of the employee's living immediate family members (father, mother, brother, sister, spouse, son, daughter, or cohabitant) are not a U.S. Citizen. Include all variants; e.g. sister includes half-sister, stepsister, foster sister or adopted sister. Click the <b>None</b> radio button if all immediate family members are U.S. Citizens or not applicable.
<b>Position Number</b>	Specifically, identifies, by number, the position occupied by the employee.
<b>Personnel Type</b>	Includes various types of personnel – Applicant, Contractor/Consultant, Service Employee, Volunteer, and other. Applicant (A) refers to any individual who has applied for a position with USDA and who has not yet become a federal (service) employee. Contractor/Consultant (C) refers to an individual who is under contract with USDA, either directly, such as Advisory Committee Members, or through a government contracting company. Other (O) refers to individuals who carry out the work of the Secretary, but are not federal employees such as those under Cooperative Agreement, Extramural Agreement, County Employee, State Employee, etc. Personnel type 'E' (Service Employee) refers to all federal employees. This type is system generated via the Payroll/Personnel System and an individual cannot create a record for a federal employee ('E'); therefore, this option is not included in the drop-down listing.
<b>Pay Plan</b>	Pay plan applicable to the employee.
<b>Occupational Series Code</b>	Identifies the exact occupational group to which the employees' position has been classified.
<b>Grade</b>	Employees grade as provided under the pay plan for his position.
<b>Position Title</b>	Describes the organizational or working title of the employees' position, as distinguished from the official or classification title.
<b>Date NTE</b>	The not-to-exceed day to be shown on the personnel action.
<b>Date Entered Agency</b>	The date that the employee entered on duty.

<b>Pay Period Year</b>	The number of the year that is currently being processed.
<b>Pay Period</b>	The number of the pay period that is currently being processed.
<b>Nature of Action</b>	Record by code and description, the type of personnel action being taken on the employee pursuant to his employment with the department.
<b>CSC-Auth Code 1st NOA</b>	The first code assigned by the Office of Personnel to identify the legal authority for the first nature of action code.
<b>CSC-Auth Code 2nd NOA</b>	The first code assigned by the Office of Personnel to identify the legal authority for the second nature of action code.
<b>CSC-Auth Code 2nd 1st NOA</b>	The second code assigned by the Office of Personnel to identify the legal authority for the first nature of action code.
<b>CSC-Auth 2nd Code 2nd NOA</b>	The second code assigned by the Office of Personnel to identify the legal authority for the second nature of action code.
<b>Date Personnel Action Effective</b>	The day the personnel action is effective.
<b>Date of Separation</b>	Month, day, and year the employee was separated.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

## Other Names Used Detail Window Field Instructions

The Other Names Detail is used to add other names used by the employee.

<b>Other Last Name</b>	Any other last name used.
<b>Other Suffix</b>	Part of the last name, such as Jr., Sr.
<b>Other First Name</b>	Any other first name used.

<b>Middle Name</b>	Any other middle name used.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

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## Entry on Duty Detail Window Field Instructions

The Entry on Duty Detail Window allows the user to track and update an employee's fingerprint and waiver information. Waivers allow new hires to begin work assignments before the necessary screenings and background checks are completed. Users have the ability to add fingerprint and waiver record from this window. The Entry on Duty Detail Window also allows the user to inquire and update information relating to National Agency Checks (NAC) and National Agency Checks and Inquiries (NACI). Human Resource users have the ability to create a new investigation record from this window. For more information, see [Entry on Duty Detail Window](#).

<b>Adv Fingerprint Check Requested</b>	Date HR requested as advanced FP Check with OPM.
<b>Adv Fingerprint Check Complete</b>	Date HR received the completed Advanced FP check results from OPM.
<b>Advanced Fingerprint Determination</b>	Will show the initial decision made by HR on the subject based on the FP results. Click the <b>Favorable</b> or <b>Unfavorable</b> radio button, as applicable.
<b>NAC-NACI Waiver Requested</b>	Date HR received a waiver request. All employees in the Federal Government require a background investigation. A 'Waiver of Pre-employment Background Investigation' may be granted upon completion of certain basic record checks and review of completed security forms.
<b>NAC-Naci Waiver Approved</b>	Date HR approved a waiver request.
<b>Transfer Investigation?</b>	Shows whether or not HR has been requested to grant suitability to an individual based on an investigation completed by another agency. Click the <b>Yes</b> or <b>No</b> radio button, as applicable.

<b>Investigating Agency</b>	The agency that completed the background investigation. AT (Bureau of Alcohol, Tobacco and Firearms), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs Service), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigation Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department).
<b>Form Type</b>	Type of form HR has requested.
<b>Employee Tasked</b>	Date HR has tasked an employee to complete a security questionnaire via e-QIP or hard-copy as permitted.
<b>Received by HR</b>	Date HR received the forms from the employee.
<b>Extra Coverage</b>	<p>This field shows the OPM Extra Coverage Codes that personnel security has entered in Block B under the 'Agency Use Only' section of the security questionnaire. This field allows for up to 5 selections. A drop-down box with the following options is shown: 1 (Overseas), 3 (Advanced NAC), 7 (Attachments), H (INS), I (Spouse INS), L (BVS), and R (Reinvestigation). Hold the CTRL key to make multiple selections (see Appendix C).</p> <p>Code 1 – Overseas Positions: This code is used for employees stationed outside of the United States and alerts the OPM Investigator to ask specific questions to the individual during the subject interview.</p> <p>Code 3 – Advance NAC: The Advance on the National Agency Checks (NAC) consists of an itemized list of the NAC results and search status. This is a notification of item results only, no hardcopy is furnished. The Advance NAC report is available for all case types and is most commonly used in case where an interim security clearance has been requested.</p> <p>Code 7 – Attachments: This code is used when information is attached to the investigative request, such as issue information, personnel folder or security file information, special handling instructions, or other information pertinent to the investigation.</p> <p>Code H – INS: Automated scheduling of the Immigration and Naturalization Service (INS) search for the subject of the investigation. This is a required check for all individuals born outside of the United States or U.S. territories.</p> <p>Code I – SINS: Automated scheduling of the Immigration and Naturalization Service (INS) search for the spouse of the subject of the investigation. This is a required check for all foreign-born spouses.</p> <p>Code L – BVS: Automated scheduling of the Bureau of Vital Statistics (BVS) search.</p> <p>Code R – Reinvestigation: This code alerts the Office of Personnel Management (OPM) that the investigation being requested is for a reinvestigation and eliminates the requirement to submit such documents as the fingerprint chart, OF-306, and resume.</p>

<b>Reviewer</b>	Last name of the person in HR reviewing the questionnaire.
<b>Investigation Type</b>	Type of background investigation HR is requesting (see Appendix A) .
<b>Sent to OPM</b>	Date HR submitted forms to OPM to initiate an investigation.
<b>Submitting SON</b>	Will show what agency is submitting the NAC-NACI investigation request to OPM.
<b>Returned Unacceptable</b>	Date, if applicable, that OPM returned forms to HR as unacceptable.
<b>Resent to OPM</b>	Date, if applicable, that HR returned the corrected unacceptable forms to OPM.
<b>NAC-NACI Scheduled</b>	Date OPM scheduled the NAC/NACI investigation.
<b>NAC-NACI Closed</b>	Date OPM completed the NAC/NACI investigation.
<b>NAC-NACI Adjudicated</b>	Date the NAC/NACI investigation was adjudicated.
<b>Adjudication Decision</b>	Will show if decision is approved or denied. Click the <b>Approved</b> or <b>Denied</b> radio button, as applicable.
<b>Adjudication SOI</b>	Will show what agency is making the NAC-NACI adjudicative decision.
<b>Register employee at OPM Website</b>	Allows employee to be entered at OPM Website.
<b>Employee E-Mail Notification</b>	This hyperlink opens up an automatically generated e-mail populated with the employee's e-mail address (from the e-mail address field), that will notify them of their e-QIP tasking. This e-mail can be edited for additional notification purposes.
<b>E-Mail Address</b>	Shows the individual's e-mail address. This address is what is used to populate the Employee Notification e-mail.
<b>HR Remarks</b>	Used to make general comments concerning the individual's NAC-NACI investigation by HR.
<b>User ID</b>	The user ID of the last person updating SETS.



**Last Updated** Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

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## Security Package Detail Window Field Instructions

The Security Package Detail Window is used to view, modify, add, or delete account information. For more information, see [Security Package Detail Window](#).

<b>Form Type</b>	Type of security questionnaire the employee was tasked to complete.
<b>Employee Initiated</b>	Date the employee was tasked by their personnel office or security point-of-contact to complete their security questionnaire via e-QIP or hard-copy as permitted.
<b>Received by POC</b>	Date the personnel office or security point-of-contact received the completed security questionnaire.
<b>Received by PDSD</b>	Date PDSD received the completed security package from the agency point-of-contact.
<b>Pending Corrections</b>	Date the security questionnaire was returned for corrections to the security point-of-contact or the employee was contacted for corrections by PDSD.
<b>Corrections Returned</b>	Date the security questionnaire was returned to PDSD with the necessary corrections made or the date the employee personally provided PDSD with the necessary corrections.
<b>Signed Form/Releases</b>	Date the individual signed their security questionnaire releases. USDA agencies will provide a completed security package to the PDSD within no more than 7 calendar days of the Subject signing the form and required releases..
<b>Extra Coverage</b>	The OPM Extra Coverage Codes that personnel security has entered into Block B under the 'Agency Use Only' section of the security questionnaire (See Appendix C).
<b>Submitted to OPM</b>	Date the security package was forwarded/released to the Office of Personnel Management.
<b>Reviewer</b>	The name of the person responsible for reviewing the security package and submitting it to OPM.

<b>Returned Unacceptable</b>	Date the security questionnaire was rejected back to USDA by OPM as unacceptable on form FIPC 45A, Unacceptable Case Notice.
<b>Resent to OPM</b>	Date the security package was resubmitted to OPM after the necessary corrections were made to the unacceptable form.
<b>Submitting SOI</b>	The Security Office Identifier for the submitting office.
<b>Unclassifiable FP Received</b>	Date, if applicable, the fingerprint chart was returned unclassifiable to OPM by the FBI. Investigative requirements are satisfied on Non-sensitive (SF 85) and Public Trust (SF 85P) positions once the original submission is characterized as unclassifiable by the FBI. Agencies have the option of submitting one reprint for classification within one year of OPM's closing the investigation without incurring additional cost. For National Security (SF 86) positions, OPM will continue to require a second fingerprint submission if the original was unclassifiable.
<b>2nd FP Requested</b>	Date the personnel security specialist or assistant requested a second fingerprint chart from the agency POC.
<b>FP Resubmitted to OPM</b>	Date when the second fingerprint chart was resubmitted to OPM to run a second fingerprint chart.
<b>Employee Notification Email</b>	This hyperlink opens up an automatically generated e-mail populated with the employee's e-mail address (from the e-mail address field), that will notify them of their e-QIP tasking. This e-mail can be edited for additional notification purposes.
<b>E-Mail Address</b>	Shows the individual's e-mail address. This address is what is used to populate the Employee Notification e-mail.
<b>Forms Processing Time</b>	This field will automatically calculate the number of days between the 'Signed Release Date' and the 'Sent to OPM' date. This information will be used by PDSD to track the timeliness of forms submissions to OPM standards.
<b>Remarks</b>	Used to make general comments concerning the individual's security package by PDSD and agency point-of-contact.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

## Investigation Detail Window Field Instructions

The Investigation Detail Window contains information on Public Trust and National Security background investigations. These investigations are used to determine an employee's suitability for federal employment and/or eligibility for access to national security information. Personnel and Document Security Division users and Agency Point of Contacts will have the ability to create new investigation records from this window. For more information, see [Investigation Detail Window](#).

<b>Transfer Investigation?</b>	Shows whether or not HR has been requested to grant suitability to an individual based on an investigation completed by another agency. Click the <b>Yes</b> or <b>No</b> radio button, as applicable. If 'Yes' is selected, complete the information on the Reciprocity subscreen by selecting the magnifying glass.
<b>Investigating Agency</b>	The agency that completed the background investigation. AT (Bureau of Alcohol, Tobacco and Firearms), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs Service), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigation Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department).
<b>Investigation Type</b>	Type of investigation requested for the employee (see Appendix A).
<b>Day Service</b>	What type of day service was requested from OPM to complete the investigation.
<b>Risk/Sensitivity Level</b>	Code that identifies the level of risk (Public Trust) or sensitivity (National Security) designated for the employee's position. 5 (Moderate Risk), 6 (High Risk), 2 (Noncritical-Sens), 3 (Critical Sens), 4 (Special Sens).
<b>Clearance Level Requested</b>	Level of security clearance requested by the agency as required by the employee's position designation. A drop-down field listing the following options is shown: C (Confidential), S (Secret), T (Top Secret).
<b>SCI Requested?</b>	Indicates whether or not the agency has requested the employee be considered for special access as required by their position. Click the <b>Yes</b> or <b>No</b> radio button, as applicable.
<b>Case Number</b>	The case number that OPM has assigned to an individual's investigation.

<b>Investigation Scheduled</b>	Date OPM scheduled the investigation.
<b>Advanced NAC Received</b>	Date the Advanced National Agency Check (NAC) results were received from OPM.
<b>Advanced NAC Result</b>	Advanced NAC's are requested when an employee needs an interim security clearance. Click the <b>Favorable</b> or <b>Unfavorable</b> radio button, as applicable.
<b>Investigation Closed Pending</b>	Date OPM closed the background investigation pending additional checks.
<b>Investigation Closed</b>	Date OPM closed the background investigation.
<b>Closed Received</b>	Date the Closed Investigation was received from OPM or another investigating agency.
<b>Issue Code</b>	Shows the issue code that OPM assigned to the background investigation to represent the seriousness of the case.
<b>Adjudicator</b>	Shows the adjudicator assigned to work on the closed investigation.
<b>Pending Adjudication</b>	Date the adjudicator requested additional information from the Subject or another source in order to complete the adjudication process. If a date is entered in this field, the adjudicator should complete the 'Adjudication Management' subscreen by selecting the magnifying glass.
<b>Adjudicated</b>	Date the adjudicator completed the adjudication of the background investigation.
<b>Adj Determination</b>	Click the <b>Favorable</b> or <b>Unfavorable</b> radio button, as applicable.
<b>Adjudication Processing Time</b>	This field automatically calculates the number of days between the 'Investigation Closed' date and the 'Adjudication' date. This information will be used by PDSD to track the timeliness of adjudications per OMB standards.
<b>Suitability Granted</b>	Date PDSD or another authorized agency approved or denied (based on button selection) Suitability for Public Trust cases.
<b>Clearance Eligibility</b>	The date of the most recent favorable adjudicated national security investigation and the date the employee became eligible for a security clearance even though one may not be required for their position at this time. Clearances may or may not be granted based on this favorable determination.

<b>Adjudicating SOI</b>	Shows the SOI (Security Officer Identifier) Adjudicative Authority code and identifies which agency handled the adjudication.
<b>Reinvestigation Due</b>	Date the employee is required to undergo a reinvestigation. This field is automatically calculated and populated. Reinvestigation Date is automatically calculated by using the following guidelines: If the Sens Level is Special–Sens (4) or Critical–Sens (3), the reinvestigation due date is 5 years from the Investigation Closed date. If the Sens Level is Non–Critical Sens (2), the reinvestigation due date is 10 years from the Investigation Closed date.
<b>Other Action Taken</b>	This field shows the reason why an investigation was cancelled, not adjudicated or placed as inactive.
<b>Remarks</b>	Used for making additional details about a case that is not covered in the fields above.
<b>User ID</b>	The user ID of the person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

## Adjudication Management Detail Window Field Instructions

The Adjudication Management Screen Detail Window tracks any correspondence item or action taken by the assigned adjudicator during the adjudication process with the subject of investigation or third party. For more information, see [Adjudication Management Detail Window](#).

<b>Type of Correspondence/Action</b>	Drop–down field listing the type of correspondence.
<b>Day of Action</b>	Date field.
<b>Days Allowed</b>	numeric field that will allow the adjudicator to specify the number of days allowed to complete the requested action.
<b>Due Date</b>	Automated field that shows the calculated due date (calendar days) of the requested action. Date of Action + Days Allowed = Due Date.
<b>Response Date</b>	Date field.

**Remarks** Text field will allow sufficient space to enter 3 to 4 lines of text.

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## Clearance Detail Window Field Instructions

The SETS Clearance Detail Window displays the employee's security clearance data to include a sub-screen containing any Special Access compartments the employee has been granted access to. Users will have the ability to create a new clearance record from this window. For more information, see [Clearance Detail Window](#).

**Clearance Status** Shows the status of an employee's clearance as required by the Central Investigative and Clearance System. **Active (A)** – Refers to any new clearance that has been granted. **Revalidated (V)** – Refers to any existing clearance that has been revalidated following the favorable adjudication of an individual's reinvestigation. **Cancelled (C)** – Refers to a clearance that is no longer active due to the individual's separation (inactive) from USDA, separation from their position in USDA that required the security clearance or if their position no longer requires a security clearance. **Denied (D)** – Refers to any clearance request that was denied (not granted) due to a non-favorable adjudication of the individual's background investigation. **Expired (E)** – Refers to a clearance that has not been revalidated due to not submitting new paperwork to initiate the individual's reinvestigation. **Revoked (R)** – Refers to a clearance that was granted, but has now been permanently revoked due to disqualifying factors that occurred after the clearance was initially granted. **Suspended (S)** – Refers to a clearance that was granted, but has now been temporarily suspended due to disqualifying factors that require additional investigation by personnel security and/or successful completion of a probationary period by the individual to mitigate the disqualifying factors such as rehabilitation.

**Effective** The date the security clearance status determination was made.

**Clearance Type** Type of clearance an individual has been granted. **Interim Access** – When a security clearance is required prior to completion of the background investigation, an interim clearance may be granted provided the proper justification has been submitted and the investigation has been expedited. Interim clearance approvals are also based on a favorable review of the SF-86. A favorable review means that no derogatory information is discovered. If derogatory information is disclosed in the SF 86, an interim clearance request is denied. **Temporary Access** – “Per Executive Order 12968, in exceptional circumstances where official functions must be performed prior to the completion of the investigative and adjudication process, temporary access to classified information may be granted to an employee while the initial investigation is underway. When such eligibility is granted, the initial investigation shall be expedited. Security personnel authorized by the agency head to make access eligibility determinations must find that such access: (1) is necessary to meet operational or contractual exigencies not expected to be of a recurring nature; (2) will not exceed 180 days; and (3) is limited to specific, identifiable information that is made the subject of a written access record.” **Final Access** – The final, permanent security clearance granted based on a favorable adjudication. Reinvestigation requirements apply.

<b>Temp Clearance Expiration</b>	This field will have an automatic (this field should automatically add 180 days to the Effective Date IF the Clearance Type is temporary).
<b>Clearance Level</b>	Code for the National Security Clearance Level. The level of clearance an individual has been granted.
<b>Granted By</b>	The agency that completed the background investigation. AT (Bureau of Alcohol, Tobacco and Firearms), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs Service), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigation Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department).
<b>Eligibility Exceptions</b>	When the determination of eligibility for access is conditional, the fact of such conditional access shall be conveyed to any other agency that considers affording the employee access to its information. This includes waivers (access eligibility granted or continued despite the presence of substantial issue information that would normally preclude access), conditions (access eligibility granted to continued with the provisions that one or more additional measures will be required, such as additional security monitoring, restrictions on access, and restrictions on an individual's handling of classified information), and deviations (access eligibility granted or continued despite either a significant gap in coverage, to include an overdue reinvestigation, or a significant deficiency in the scope of the investigation). Click the <b>Yes</b> or <b>No</b> radio button, as applicable.
<b>Please Call</b>	Alerts users to contact the granting security office for information on waivers, conditions, deviations, suspensions of access, revocations of access, denials of access, and ongoing investigations that could affect the person's continued eligibility for access. Click the <b>Yes</b> or <b>No</b> radio button, as applicable.
<b>Granted via Reciprocity</b>	Indicates if the clearance was granted under the reciprocity (based on another agencies certification that an appropriate investigation and subsequent clearance was granted). Click the <b>Yes</b> or <b>No</b> radio button, as applicable. If 'Yes' is selected, complete the information on the Reciprocity subscreen by selecting the magnifying glass.
<b>Special Access</b>	Indicates if the individual has been submitted for and/or been approved for access to Sensitive Compartmental Information (SCI) or access to Department of Energy material. These programs apply to extraordinary security measures to protect extremely sensitive information. Specific details about the activity of this access and what compartments have been granted can only be viewed by authorized PDSD personnel on the Special Access subscreen.

<b>Certify a Clearance Link</b>	This link will open the Certificate of Clearance template used by PDSD to pass an individual's clearances to another agency/company in order to attend classified meetings, conferences, seminars, briefings, or to gain building access.
<b>Remarks</b>	This field will allow the PDSD staff to enter remarks as needed concerning the individual's security clearance.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

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## Special Access Detail Window Field Instructions

The SETS Special Access Detail Window displays the Special Access compartment that an employee has been approved for by the CIA or DOE. The screen is accessed via the Clearance Detail Screen under the 'Special Access?' field. Users will have the ability to create a new record from this window. For more information, see [Special Access Detail Window](#).

<b>Compartment</b>	This field will show what compartment that individual requires.
<b>Requested</b>	Date that PDSD submitted the compartment request to the CIA.
<b>Approved</b>	Date that CIA approved the individual's compartment request.
<b>Briefed</b>	Date that PDSD briefed the individual into the compartment. The compartment is not active until the briefing is complete.
<b>Revalidation Date</b>	Date that special access has been revalidated.
<b>Terminated</b>	Date the individual's access to the compartment was terminated (either debriefed in-person or administratively terminated) due to separation from USDA or change in position that on longer required such access.
<b>Remarks</b>	This field will allow the PDSD staff to enter remarks as needed.
<b>User ID</b>	The user ID of the last person updating SETS.



**Last Updated**                      Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

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## Reciprocity Verification Detail Window Field Instructions

The SETS Reciprocity Verification Detail Window displays any previous investigative actions taken by another agency that will be used to grant reciprocity and eliminate duplicate investigative actions for both Public Trust and National Security positions. For more information, see [Reciprocity Verification Detail Window](#).

<b>Investigating Agency</b>	This field will list all of the investigating agencies.
<b>Adjudicating Agency</b>	This field will list all of the agencies with adjudicative authority.
<b>Purpose of BI</b>	Radio buttons to select either “Public Trust” or “National Security”. The default is blank, no section.
<b>Closed BI</b>	Date of closed BI.
<b>Type of BI</b>	This field will list the investigative types.
<b>Clearance Level</b>	This field will list the clearance levels.
<b>Clearance Granted</b>	Date clearance is granted.
<b>Signed SF-312 Received?</b>	Yes or No drop down menu.
<b>Adverse Clearance Action</b>	Date of adverse Clearance action.
<b>Clearance Status</b>	This field will list the clearance status of the employee.
<b>SCI or SAP Cleared</b>	Yes or No options.
<b>SCI/SAP Waivers</b>	Yes or No options.
<b>Any Non-U.S. Family Members</b>	Yes or No options.

<b>Source Name/Agency</b>	This field will provide the source or agency name.
<b>Source Phone Number</b>	This field will provide the source phone number.
<b>Source Fax Number</b>	This field will provide the source fax number.
<b>Information Obtained</b>	This field will provide the date information is obtained.
<b>Remarks</b>	Text field will allow sufficient space to enter 3 to 4 lines of text.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

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## Briefing Detail Window Field Instructions

The Briefing Detail Window contains information on various security briefing types attended by the employee. Users can create a new record from this window. For more information, see [Briefing Detail Window](#).

<b>Briefing Type</b>	This field will show the type of briefing the employee attended. Listed below is an explanation of the six briefing types:
<b>Initial Security Indoc</b>	The initial briefing conducted upon granting access to classified information to educate employees about individual responsibilities under Executive Order 12968 and to obtain a signed non-disclosure agreement.
<b>Revalidation</b>	A briefing conducted upon granting reinvestigated individuals access to classified information to educate the employees about individual responsibilities under Executive Order 12968 when no previously executed non-disclosure agreement is on hand. Employees shall not be granted access to classified information unless they have signed an approved nondisclosure agreement.
<b>Annual Security Refresher</b>	Annually, employees cleared for access to classified information will receive a refresher briefing covering their security responsibilities.
<b>Annual SCI Refresher</b>	As stated in DCID 6/4, all individuals nominated for or holding SCI access approval will be notified initially and annually thereafter of their responsibility to report to their cognizant security officers any activities or conduct such as described in Annex C that could conflict with their ability to protect classified information from unauthorized disclosure.

<b>NATO</b>	The North Atlantic Treaty Organization (NATO) security procedures are contained in the United States Security Authority for NATO Affairs, USSAN 1–69. Before gaining access to NATO information, all USDA personnel shall be briefed on NATO security procedures.
<b>Debriefing</b>	Upon termination of employment or contract responsibilities by separation, transfer, an administrative downgrade action, or a change in duties, each employee or other individual with a security clearance must receive a security debriefing explaining that their access to classified information has been removed and that they have a continuing responsibility to protect national security information. At the security debriefing, each individual shall sign the SF–312 acknowledging the debriefing and their continuing responsibility to protect classified information to which they can access.
<b>Briefing Date</b>	This field will show the date the employee attended a security briefing or debriefing. This date may be earlier than the Clearance Granted date on reinvestigation cases where the SF 312 was previously signed.
<b>Signed Non–Disclosure Agreement</b>	This field will show the date the individual signed the Non–Disclosure Agreement form SF–312 or previous versions of the SF–189 or SF–189A.
<b>Remarks</b>	This field will allow the PDSD staff to enter remarks as needed.
<b>User ID</b>	The user ID of the last person updating SETS.
<b>Last Updated</b>	Date and time SETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time)

## Periodic Reinvestigations Report Description

The Periodic Reinvestigations Report will show which employees are due for their reinvestigation within a particular agency. For more information, see [Periodic Reinvestigations Report](#).

<b>Periodic Reinvestigations Report</b>	The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Risk/Sensitivity Level, Clearance Level, Investigation Type, Closed Investigation, and Reinvestigation Due.
---	---

## Clearances by Agency Report Description

The Clearances by Agency Report will allow agencies to pull clearance listing within their agency. For more information, see [Clearances by Agency Report](#).

**Clearances by Agency  
Report**

The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Risk/Sensitivity Level, Investigation Type, Investigation Closed, Clearance Status, Effective, Clearance Type, Clearance Level, and Special Access.

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## Reports

Sets users will have the ability to create online reports based on their defined security access role. When the user selects the **Reports** option at the top of any of the SETS screens, they will be taken to a reports menu screen that provides two categories of reports to select from (Administrative and Agency).

For more information, see:

[Periodic Reinvestigations Report](#)

[Clearances by Agency Report](#)

## Periodic Reinvestigations Report

**Periodic Reinvestigations** – this report will show which employees are due for their reinvestigation within a particular agency. The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Risk/Sensitivity Level, Clearance Level, Investigation Type, Closed Investigation, and Reinvestigation Due. For more information, see [Periodic Reinvestigations Report Detail Window Field Instructions](#).

Figure 16. Periodic Reinvestigations Report

## Clearances by Agency Report

**Clearances by Agency** – this report will allow agencies to pull clearance listing within their agency. The following fields will be displayed on the report: EMPLOYEE ID, Last Name,

First Name, Risk/Sensitivity Level, Investigation Type, Investigation Closed, Clearance Status, Effective, Clearance Type, Clearance Level, and Special Access. For more information, see [Clearances by Agency Report Description Window Field Instructions](#).

**Figure 17. Clearances by Agency Report**

**Closed Cases on Hand by Adjudicator** – This pie chart will show how many open (not adjudicated) closed investigations are not assigned to each adjudicator. The following fields will be displayed on the report: Social Security Number, Last Name, First Name, Agency, Investigation Closed, Issue Code, Pending Adjudication, and Adjudicator.

**Forms on Hand by Reviewer** – This pie chart report will show how many open (not sent to OPM) forms are assigned to each Reviewer.

**Overdue Staff Actions** – This report will show any overdue actions that a Reviewer or a Specialist has assigned to them.

The requirements for selecting records for the ‘Overdue’ options are as follows:

- **Forms** – Selecting this option will show all forms that have not been submitted to Office of Personnel Management (OPM) within the timeframe goal of 14 day by Reviewer. The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Rec’d by PDSD, Signed Release Date, and Reviewer.
- **Closed Investigations** – Selecting this option will show all closed investigations that have not been adjudicated within the timeframe goal of 30 days from the OPM Closing BI date by the adjudicator. The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Investigation Closed, Issue Code, Pending Adjudication, and Adjudicator.
- **Pending Adjudications** – Selecting this search criterion will show all pending adjudications that have past due response deadlines. The following fields will be

displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Investigation Closed, Date of Action, Days Allowed, Due Date, and Adjudicator.

- **Suitability Certificates** – Selecting this search criterion will show all completed Public Trust adjudications where the signed Certificate of Suitability has not been returned within 5 days from the adjudication date. The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Risk/Sens Level, Investigation Closed, Adjudication, and Adjudicator.
- **Clearance Certificates** – Selecting this search criterion will show all completed national security adjudications where the signed Certificate of Clearance has not been returned within 5 days for No Access cases and within 30 days for cases requiring a security briefing. The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Risk/Sens Level, Cir Level, Investigation Closed, Adjudication, and Adjudicator.

**Staff Stats** – This report will show all completed actions that a Reviewer or a Specialist has accomplished in a given timeframe. The following search options will be displayed on the report: Reviewer, Adjudicator, Timeframe.

**PDSD Stats** – When selecting PDSD STATS report from the list of Administrative Reports, a drop-down listing with the following 7 categories/options will appear: Forms, Closed Cases, Suitability Factors, Security Factors, LOI'S, Determinations, and Briefings.

**Overdue OPM Actions** – This report will show investigative requests submitted to OPM have not been completed within the requested timeframe. The following fields will be displayed on the report: Social Security Number, Last Name, First Name, Sent to OPM, Investigation Type, Day Service, Investigation Scheduled, Investigation Closed Pending, and Investigation Closed. **(Phase II)**

**Reciprocity Actions** – Allows Agencies to report to the Office of Management and Budget the status of their implementation of reciprocally accepting eligibility determinations. The following fields will be displayed on the report: Social Security Number, Last Name, First Name, Agency, Transfer Investigation?, Investigating Agency, Clearance Status, Effective, Clearance Type, and Clearance Level. **(Phase III)**

**Personnel Actions (Includes Inactives and Accessions)** – Allows PDSD to create a listing of recently inactivated/separated USDA employees or contractors in order to cancel clearances and inactive security folders. The following fields will be displayed on the report: Social Security Number, Last Name, First Name, Agency, Date of Separation, Investigation Closed, Adjudicated, Adjudicator, Clearance Status, and Clearance Level. **(Phase II)**

**Special Access** – This report will list employees holding Special Access, such as Sensitive Compartmented Information (SCI) compartments or Q (DOE) access. The following search options are needed for this report: Agency, Status of Access, Compartmental Level(s), Briefed Timeframe.

**Overdue Appointment Security/Suitability Taskings** – This report will list new appointments placed in Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions that have not submitted new paperwork to initiate their suitability or security background investigation to PDSD within 14 days from appointment.



The following fields will be displayed on the report: EMPLOYEE ID, Last Name, First Name, Agency, Entered Agency, Position Title, Position Sensitivity Code, and Employee Tasked.

**Overdue Appointment NAC/NACI's** – This report will list the names of new appointments that HR has not submitted NAC/NACI investigation requests to OPM within 14 days of the 'Entered Agency'. The following fields will be displayed on the report: Social Security Number, Last Name, First Name, Agency, Entered Agency, Position Title, Position Sensitivity Code, and Employee Tasked. **(Phase II)**

**Contractor Employees** – This report will list all Contractors/Volunteers within a particular agency. The report should be sorted by Agency first, and then alphabetized within each agency. The following search options are needed for this report: Agency. The following fields will be displayed on this report: EMPLOYEE ID, Last Name, First Name, Agency, Personnel Type, Position Sens Level, (from the Employee Detail screen), Entered Agency, NAC–NACI Adjudicated, and Suitability Granted.

**Annual Security Briefings** – This report will allow the user to pull a report showing all individuals who are due for an annual security briefing. The following search options are needed for this report: Agency, Briefing Type, Annual Briefing Due. The following fields will be displayed on this report: Agency, Last Name, First Name, Position Title, Clearance Status, Clearance Level (from the 'Clearance' screen), Effective Date, and Last Briefing Date.

**Suitability/No Access Determinations by Agency** – This report will allow agencies to pull suitability and no access national security determinations within their agency. The report should be sorted by Agency first, and then alphabetized within each agency. The following search options are needed for this report: Agency, Risk/Sensitivity Level, and Granted.

## Appendixes

This section contains the following appendixes:

- A. [Type of Investigation – Other](#)
- B. [Other Investigating Agency](#)
- C. [OPM Extra Coverage Codes](#)
- D. [Role Definitions](#)

## A. Type of Investigation – Other

Code	Definition
03	SACI – Special agreement Checks & Inquiries
04	SACA – Special Agreement Checks & Inquiries – Applicants (USPS)
10	Credit – Credit Search
11	PRI – Periodic Reinvestigation
12	PRI – Plus–Periodic Reinvestigation–Plus
13	PRI–SBI – Periodic Reinvestigation–SBI
15	MBI – Minimum Background Investigation
16	MDI – Update MBI 13–36 Months
17	MDI – Update MBI 36–60 Months
18	SSBI-PR – Periodic Reinvestigation for SSBI
19	PPR – Phased Periodic Reinvestigation
20	LBI – Limited Background Investigation
21	LDI – Update LBI 13–36 Months
22	LGI – Upgrade: MBI to LBI 13–36 Months
23	LDI – Update LBI 37–60 Months
24	LGI – Upgrade: MBI to LBI 37–60 Months
25	BI – Background Investigation
26	BDI – Update BI 13–36 Months
27	BGI – Upgrade: LBI to BI 13–36 Months
28	BDI – Update BI 37–60 Months
29	BGI – Upgrade: LBI to BI 37–60 Months
30	SBI – Special Background Investigation
31	SDI – Update SBI 13–36 Months
32	SGI – Upgrade BI to SBI 13–36 Months
33	SDI – Update SBI 37–60 Months
34	SGI – Upgrade: BI to SBI 37–60 Months
36	LGI – Upgrade: MBI to LBI 1–12 Months
37	BGI – Upgrade: LBI to BI 1–12 Months
38	SGI – Upgrade: BI to SBI 1–12 Months
39	OBI – Other Background Investigations
40	ASD – Applicant Suitability Determination
41	ATSD – Appointee Suitability Determination
42	Obj/Pass – Objection Passover
43	RSI – Reimbursable Suitability
44	ESD – Employee Suitability Determination
45	ASI – Applicant Suitability Investigation
46	NSI – NACI/Appointee/Employee Suitability Investigation
47	MSI – MBI Suitability Investigation
49	OSI – Other Suitability Investigation
50	TUI – Trust Fund Death Certificate Investigation
51	TDI – Trust Fund Survey Investigation
52	TRI – Trust Fund Dept Collection Investigation
53	TFI – Trust Fund Fraud Investigation

54	TII – Trust Fund Identity Verification Investigation
59	OTI – Other Trust Fund Investigation
60	MFI – Merit Fraud Investigation
61	MTI – Merit Test Investigation
62	MEI – Merit Exam Investigation
69	OMI – Other Merit Investigation
79	OFI-79 – 79 Notification
80	EEO – Equal Employment Opportunity Investigation
81	SES – Distinguished Executive Rank
89	ORI – Other Reimbursable Investigation
90	OIS – Other Investigative Services
91	Advisory – Advisory–Suitability/Security
92	SAC – Special Agreement Checks (OFI-86C)
XX	Unknown

## B. Other Investigating Agency

Code	Definition
AC	ACTION
AT	Bureau of Alcohol, Tobacco, and Firearms
BE	Bureau of Engraving and Printing
CI	Central Intelligence Agency
CO	Department of Commerce
CU	Customs Service
DE	Drug Enforcement Agency
DS	Defense Investigative Service
FB	Federal Bureau of Investigation
GA	General Accounting Office
ID	Agency for International Development
IR	Internal Revenue Service
MS	U. S. Marshal Service
NI	Naval Investigation Service
NS	National Security Agency
OP	Office of Personnel Management
OT	Other
SS	Secret Service
ST	State Department

## C. OPM Extra Coverage Codes

Code	Definition
1	Overseas (Subject & Spouse)
2	Credit
3	Advanced Report Of NAC
4	Managerial & Supervisory
5	Public Contact
6	Law Enforcement
7	Attached Information, Issues Or Requests By The Agency
A	Investigator Positions
B	Astronaut Positions
C	Fellow Positions
D	Executive Exchange Positions
E	Activities In Hostile Countries
F	CIA
G	Spouse CIA
H	INS
I	Spouse INS
J	Selective Service
K	State Department Security
L	BVS
M	Lexis/Nexis
N	Pre-Appointment Investigation
P	DEA Special Agent Update
Q	DEA Special Agent Applicant
R	By-Pass Administrative Edits In Data Entry
X	Schedule FP/FBI Items; Agency Will Reimburse OPM
Y	Criminal Justice Position

## D. Role Definitions

**PDSD Administrator** – The PDSD Administrator role allows for full editing access to the system, to include all screens and reports, except those generated automatically by the Personnel/Payroll System. The PDSD Administrator will also have access to the Maintenance screen to make design modifications.

**PDSD User** – The PDSD User role allows for full editing access to all fields, except those generated automatically by the Personnel/Payroll system, on all screens. This role does have permission to use the "Certify a Clearance" tool. The following reports may be accessed under this role (may expand):

Staff Stats

Overdue Staff Actions

Forms on Hand chart

Closed Cases on Hand chart

**Agency Security POC** – The Agency Security POC role allows for read-only access on all screens except Adjudication Management and Special Access. Under the Employee Details screen, ability to ADD, SAVE, DELETE non-Fed records. Under the Entry on Duty screen, ability to ADD and SAVE. Under the Security Package screen, ability to ADD and SAVE in the following fields: Form Type, Employee Initiated, Received by POC, and Email Address. They will also have the ability to use the OPM e-QIP website link on this screen, as well as the Employee Email Notification tool. This role does not have permission to use the 'Certify a Clearance' tool. They will have access to the following reports (may expand):

Periodic Reinvestigation

Clearances by Agency

Accessions, Separations, and Changes

Overdue Appt Security/Suitability Taskings

Contractor Employees

Suitability/No Access Determinations

**Agency Security POC** – The Agency Security POC role allows for read-only access on all screens except Adjudication Management and Special Access. Under the Employee Details screen, ability to ADD, SAVE, DELETE non-Fed records. Under the Entry on Duty screen, ability to ADD and SAVE. Under the Security Package screen, ability to ADD and SAVE in the following fields: Form Type, Employee Initiated, Received by POC, and Email Address. They will also have the ability to use the OPM e-QIP website link on this screen, as well as the Employee Email Notification tool. This role does not have permission to use the 'Certify a Clearance' tool. They will have access to the following reports (may expand):

Periodic Reinvestigation

Clearances by Agency

Accessions, Separations, and Changes

Overdue Appt Security/Suitability Taskings

Contractor Employees

Suitability/No Access Determinations

**HR User** – HR offices will be required to update SETS on all background investigations conducted at the time of hiring, such as NAC and NACI's. The HR User role allows for read-only access on all screens except the Adjudication Management and the Special Access. This role has the ability to ADD, SAVE, and DELETE non-Fed records under the Employee Details screen and on all fields on the Entry on Duty screen and the Reciprocity screen. This role can update the non-automated fields from the Personnel/Payroll system on the Employee Details screen. This role does not have permission to use the 'Certify a Clearance' tool. They will have access to the following reports (may expand):

Accessions, Separations, and Changes

Overdue Appt NAC/NACI's

Overdue Appt Security/Suitability Taskings

Contractor Employees

Suitability/No Access Determinations

**Auditor** – Read-only access to all screens except Adjudication Management and Special Access.





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